

## CHAPTER 2: IV. CATALOGING A HISTORY OBJECT

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❖ Mandatory Field

# Must complete either Item Count or Quantity

@ The program enters 'Not Provided' if you do not complete this field

## IV. CATALOGING A HISTORY OBJECT

### A. Overview

---

1. *What types of objects do I catalog as history?*

Catalog all cultural materials in museum collections, including fine and decorative arts, as history unless:

  - the objects were produced or associated with an indigenous cultural group (catalog as ethnology)
  - the objects were recovered by archeological methods (catalog as archeology)

Catalog all archival material as history, including field notes. Refer to Section II in this chapter for specific instructions on cataloging archives.
2. *Where can I find information on cataloging?*

Refer to the *Museum Handbook*, Part II (*MH-II*), Chapter 3, Cataloging, or the *Museum Property Handbook*, Volume II (*MPH-II*), Chapter 3, Cataloging, for general information on cataloging objects. Refer to your site-specific cataloging procedures, if available.
3. *How many screens does a history record have?*

The basic catalog record consists of five screens:

  - registration (for basic collections accountability data)
  - catalog (for descriptive data)
  - provenience/manufacture (prov/manf) (for data on the source of the object)
  - history specialty (discipline-specific screen for descriptive data)
  - unit (for unit-specific data that the user defines)

In addition, there are numerous supplemental record screens that can relate to the catalog record. Refer to Chapter 3, Supplemental Records.
4. *How will I know which data are mandatory?*

The instructions in this manual and the on-line help will indicate which fields are mandatory. If you do not enter data in a mandatory field, the program will do one of the following:


  - not allow you to save the catalog record, *or*
  - enter "Not Provided" in the field
5. *What if I have unverified data?*

It is important to distinguish between unverified data and documented fact. Use a question mark "?" or "(att)" for attributed, to indicate data that are probable but not certain.
6. *Do I have to complete every field?*

Not every object will be sufficiently documented to allow completion of all fields. If information is not known, leave the field blank.

7. *How do I add to or change information on an existing catalog record?*

To modify a record:

- click on the modify icon  on the button bar, *or*
- go to Edit on the menu bar and choose Modify This Record from the pull-down menu, *or*
- press the F10 key

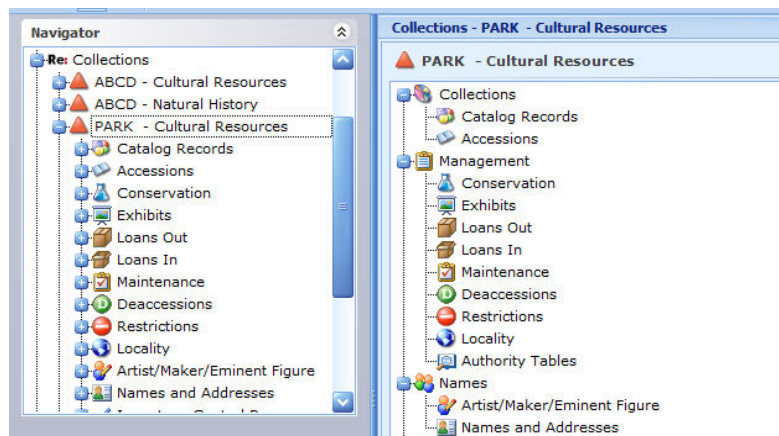
A new window will open and you will see "Modify Mode" in the lower right corner. You can then modify and save the record.



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## B. Adding a History Record

1. *How do I get to my cultural resources records?*

To access your cultural resources records:

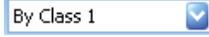


- From the Home Page or Navigator, double-click on Collections, or expand the tree view for Collections by clicking the  icon in front of it (if it is already expanded you will see the  icon).
- At the Collection Directory Page (or under Collections in the tree view), double-click on the Cultural Resources directory for your unit
- At the Cultural Resources screen, double-click on Catalog Records.

You should see the first record in your cultural resources database.

2. *How do I get to my history records?*


To view all your history records together:

- On the button bar, click on the Sort pull down menu  and select By Class 1, *or*
- click on Record on the menu bar, go to Sort, and on the list of sorts select By Class 1

The List Pane will change to show 'Class 1' in the first column. The program has sorted the cultural resources records by Class 1.

Collections - PARK - Cultural Resources - Catalog Records		
Drag a column header here to group by that column		
Class 1	Catalog #	Object, Object(NOM)
HISTORY	PARK 1	KIT, NEEDLEWORK
HISTORY	PARK 3	DECK, CARD
HISTORY	PARK 4	TYPEWRITER, MANUAL
HISTORY	PARK 9	TRACTOR
HISTORY	PARK 162	TENT
HISTORY	PARK 163	TENT


To see the history records:

- click on any record in the Class 1 column of the List Pane and type “H”,  
*or*
- click on the Find icon  on the button bar and type “History” in the Find box

This will bring you to the History records. To view a record, click on the row in the List Pane and that record will appear in the Record Pane below.

3. *How do I add a history record?*

To add a new record:

- click on the add icon  on the button bar, *or*
- go to Edit on the menu bar and choose Add New Record from the pull-down menu, *or*
- press the F9 key

A new window opens. “Add Mode” is indicated in the lower right of the status bar. You can then add and save a record.

4. *How do I move through the record?*

***Within the Field***

Press the Home key to get to the beginning of a field or the beginning of a line of text in a memo field. Press the End key to get to the end of the text in a field or the end of a line of text in a memo field.

***Field to Field***

Press the Tab key to go from field to field. Shift-Tab will take you back one field. You can also move the mouse pointer to the field and single-click.

***Page to Page***

To move from page to page within a record:

- click on the page tabs at the top of the record, *or*
- press Ctrl- R (previous page) or Ctrl- N (next page), *or*
- press the Left and Right arrow keys (if the page tabs are already selected),  
*or*
- go to View on the menu bar and choose Previous Page or Next Page


5. *How do I access the supplemental records?*

To access supplemental records:

- click on the Supplemental Information tab on the catalog record, *or*
- press Ctrl- N (next) or Ctrl-R (previous) until the page you want


6. *How do I cancel a record without saving?*

To cancel the record without saving the data:

- click Cancel on the lower right corner of the screen
- click on the Cancel icon  on the button bar, *or*
- go to File on the menu bar and select Cancel

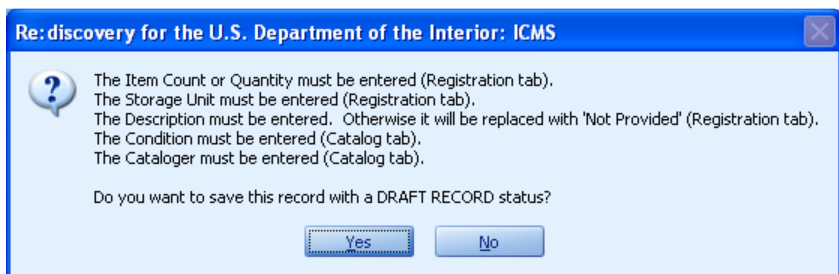
7. *How do I save a record?*

To save a record:

- click Save and Close on the lower right corner of the screen, *or*
- click the Save and Close icon  on the button bar, *or*
- go to File on the menu bar and select Save and Close

**Note:** You can also use the Save option instead of Save and Close. Save leaves the record window open in View mode after saving while Save and Close closes the record window after saving.

If you have not entered data in all the mandatory fields, the program will prompt you to enter the data. The message will list all required fields that have not been completed. The program then asks if you want to save the record as a draft.




***If you choose...***

***Then the program...***

Yes,

prompts you for tracking information for location, condition, and catalog notes (see Section D). You can choose not to update the supplemental information for these or enter the information. The program then enters "Draft Record" in the Object Status field and saves the record. **Note:** The program won't allow you to save a draft record if you have a duplicate catalog number.

No, returns you to the screen to complete the mandatory field(s). **Note:** The mandatory fields will be marked with  to indicate which fields are required.

***Remember to update the Object Status field for all draft records. A draft record is not an official record. The CMR doesn't count draft records. For the NPS, the National Catalog doesn't count or print draft records.***

8. *What are the Images and Multimedia tabs at the top of the catalog record?*

You can attach and display many images of the object on the Images tab. The Multimedia tab allows you to attach other media files such as video and sound clips, documents, spreadsheets, pdf files, etc. Refer to Appendix G in this manual for information on Imaging and Multimedia.

9. *What is the Associations tab?*

You can create and view Associations (groupings) between different Catalog Records, including those in different directories and modules within ICMS. This is useful if you have items in different directories that are related by subject matter. For example, if you have catalog records in a Cultural Resources directory and a Natural History directory for items collected by the same person and archival documentation about that collection, you can create an association between them.

You can create associations between the follow types of records in ICMS:

- Collections Module: Catalog Records
- Archives Module: Collection Level Records, Series Level Records, File Unit Level Records, and Item Level Records

Refer to Chapter 6, Section IX, Associated Records.

10. *Why does the same Description field appear on most of the tabs?*

The program displays a few lines of the Description field at the top of each of the catalog record's pages, with the exception of the discipline-specific page. You can enter data into any of the screens where the Description field appears and you will see the data you entered on all the screens that have the Description field.

11. *What are the catalog number and date in the upper right corner of the catalog record?*

The catalog number identifies the record. It appears as soon as you enter the number in the Catalog # field. The log date appears when you save the record. It indicates the date the record was entered into the computer.

12. *Can I access the Art and Architecture Thesaurus (AAT) when I'm cataloging?*

Yes. You can access the AAT from any memo field by right-clicking and choosing Browse Lexicon. Refer to Appendix E: Lexicons, for additional information on using the AAT with ANCS+.

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## C. Field-by-Field Instructions

1. *How do I complete the data fields on the registration screen?*

Follow the field-by-field instructions for completing the fields on the registration screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

**Note:** Fields marked with a ❖ in this manual are mandatory fields. You must complete these fields.

***Remember to enter an accession record for the catalog record before you begin to catalog. Refer to Section I of Chapter 4 for information on entering accession records. You can access the accession record from the catalog record as you enter the catalog data.***

#### ❖ Controlled Property (Ctrl Prop)

Logical Y/N field. To save the record, you must complete this field.

Type "Y" or "N." You can click on the arrow to see a pull-down menu of Y or N. Highlight the entry you want and single-click or press the Enter key.

Select "Y" (Yes) for controlled property. You must designate the following types of objects as controlled property:

- objects with a value of \$1,000 or more
- firearms
- incoming loans (with the exception of incoming loans to repositories)
- objects especially vulnerable to theft, loss, or damage

Select "N" (No) for non-controlled property.

#### ❖ Classification Line 1 (Class 1)

Bureau controlled table (F5). **To save the record, you must complete this field.** You may not add to, delete, or modify the entries in this table.

Enter: HISTORY


Type "H" and the program will autofill the entry. Or you can press the F5 key or click the down arrow to view and select 'HISTORY' from the table.

The History discipline tab will become active at the top of the record after you tab to the next field.



❖ *Classification Lines 2-3*  
(Class 2, Class 3)

*Nomenclature 3.0 for Museum Cataloging: Third Edition of Robert G. Chenhall's System for Classifying Man-Made Objects (Nomenclature 3.0)* lexicon. **To save the record, you must complete these fields.** You may not add to, delete, or modify the entries for these fields.

Choose an entry from the nomenclature hierarchy for each field by typing the entry, or pressing F5 or clicking the lexicon icon  next to the field and selecting the term from the lexicon.

The history classification lines are based on the NPS system which adopted *Nomenclature 3.0* for classifying and naming history objects. It is a system based on an object's original intended function. Refer to the NPS *MH-II*, Appendix G: History, for instructions on using *Nomenclature 3.0* and NPS modifications to the book. Refer to Appendix E: Lexicons, in this manual for additional information on lexicons.

**Note:** History is a 3-line classification for some Class 3 terms, and a 4-line classification for other Class 3 terms. Use of Class 4 is optional, except for Archival/Manuscript Collections. If you enter Archival/Manuscript Collection in the fourth line of the history classification, the discipline tab for archives will become active at the top of the record. Refer to Section II in this chapter for cataloging archives.

*Classification Line 4*  
(Class 4)

The use of Class 4 is optional for history cataloging. Some Class 3 terms will have terms for Class 4 and others will not.

❖ *Object Name*  
(Object)

Bureau controlled table (F12 to expand). **To save the record, you must complete this field.** You may not add to, delete, or modify the entries in this table.

Choose entries from the on-line *Nomenclature 3.0* lexicon, which includes the supplementary additions to the book. You can add secondary and tertiary terms from *Nomenclature 3.0* in addition to the primary object term.

Begin typing, click on the down arrows, or press F12 to expand the field. As you type, the lexicon Term Selector window will open. Continue typing until the term you want is selected or scroll through the lexicon table to locate the term. Press Enter or click Select to choose the term. Click Save when finished.

Click Delete or press Ctrl-Delete to remove unwanted entries. Refer to Appendix E: Lexicons, for information on lexicons in the program.

*Key Descriptor*  
(Key Descript)

Memo field (F12 to expand).

Enter key descriptive information that would be useful to have in alphabetized lists. You can sort the entries in this field. Choose the sort from the pull-down menu on the button bar or from the Record – Sort menu.

It is important to consider what type of key descriptive data you will enter for each type of object. Consistent data entry in this field will make lists and reports easier to use. For example, key descriptor data for a newspaper might include the title, the volume, the number, and the pages.

Example: Object Name: REVOLVER  
Key Descriptor: American Bull Dog .32 centerfire double action

Leave this field blank if the object does not possess key descriptive data that can be readily sorted.

**Note:** This field can be very useful for history collections. It allows you to list distinguishing features of objects with the same name. For example, if you listed all the books in your collection by object name, every entry would be BOOK. By including the key descriptor data, you can list the title and other pertinent information for each book.

**Alternate Name**  
(Alt. Name)

Memo field (F12 to expand).

Use this field for local, regional and site names. This field is especially useful for history objects. It provides a place to enter very specific names in contrast to the generic names from *Nomenclature 3.0*.

Example: Object Name: COAT  
Alternate Name: Stable Frock

❖ **Catalog Number**  
(Catalog #)

For NPS, this is a 3-part 12-character field (sortable by acronym and number). For DOI, this is a regular, unedited, 60-character field. **To save the record, you must complete this field.**

NPS Catalog Number format:

Catalog #	PARK		
-----------	------	--	--

- The first part is the four-letter park acronym, in the form of "AAAA."  
(**Note:** The acronym will autofill from the record you were viewing when you began to Add a new record.)
- The second part is a collection designation. Leave this space blank if the park has only one collection.

If the park has different units that have separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C. Only a few parks will use this designation.

The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.

- The third part is the unique sequential number assigned to an object, for example, 9999999.

Example: SHEN 190  
COLOY 3456 [The Colonial NHP number contains a Y as a designation for the Yorktown collection.]

DOI Catalog Number format:

Catalog #	<input type="text"/>
-----------	----------------------

Enter a catalog number using a standard format. The first part of the catalog number should be your unit acronym.

Example: IACB 2009.15.02

**Note:** The program will not allow you to enter a catalog number of "0" or a duplicate catalog number. After you enter the catalog number, it appears above the record in the upper right corner of the catalog record.

**Component Part**

4-character field in the form of "a-aa" that links to the Component Parts supplemental record.

Enter suffixes for component parts of objects that you consider to be a single unit, such as a coffee pot and lid or a pair of shoes. Refer to *MH-II*, Appendix C, or to *MPH-II*, Appendix J, for a further explanation of component parts.

Component part designations:

No. parts	Entry
2	a-b
3	a-c
26	a-z
27	a-aa
52	a-az
53	a-ba
78	a-bz

Enter descriptions of each component part in the Component Parts supplemental record. To access the supplemental record, click on the Component Part link, or tab to the link and press the Enter key. Refer to Section IV of Chapter 3 for information on the Component Parts supplemental record.

❖ **Accession Number**  
(Accession #)

For NPS, this is a 3-part 10-character field.

For DOI, this is a regular, unedited, 60-character field. **To save the record, you must complete this field.**

NPS Accession Number format:

Accession #	PARK	-	00000
-------------	------	---	-------

- The first part is the four-letter park acronym, in the form of "AAAA."  
(Note: The acronym will autofill from the record you were viewing when you began to Add a new record.)
- The second part is a hyphen, which distinguishes the accession number from the catalog number.  
(Note: The hyphen will autofill from the record you were viewing.)

If the park has different units with separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C, in place of the hyphen. Only a few parks will use a collection designation.

The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.

- c. The third part is the 5-digit identification number assigned to an accession, for example, 99999. The program automatically pads the number with zeroes.

Example: YOSE-00001

JELAB00072 [The Jean Lafitte NHP accession number contains a B as a designation for the Barataria collection.]

DOI Accession Number format:

Accession#

Enter the number for the accession using a standard format. The first part of the accession number should be your unit acronym.

Example: IACB 2009.15

**Note:** The accession number links the catalog record to the Accession Records associated module. Refer to Section I of Chapter 4 for information on the Accession Records associated module. The accession record contains the Acquisition Type and Acquisition Date fields that appear on the Museum Catalog Record (NPS Form 10-254) and the DOI CR Museum Catalog Record. To go to the accession record, click on the Accession link on the screen. You can view, add, or modify the accession record for the object you are cataloging. Click on Save and Close to return to the catalog record screen. You cannot view, add, or modify the other accession records in the module from this link.

#### ❖ Location

Memo field (F12 to expand). History tracking field that links to the Location supplemental record. **To save the record, you must complete this field.**

Enter the physical storage location of the object, starting with the most general location. For example, enter the building number or name, room number, cabinet number, and the shelf number.

***Pad location numbers with zeroes if you want to sort by location. For example, use DR04 rather than DR4.***

Develop standardized terms and abbreviations for storage areas and use these consistently. Enter locations from general to specific. Separate entries with a space.

A list of recommended abbreviations:

HS      Historic Structure  
BLDG   Building

RM	Room
CAB	Cabinet
FCAB	File Cabinet
FCDR	File Cabinet Drawer
MC	Map Case
C	Case
SEC	Section
SH	Shelf
R	Rack
BX	Box
DR	Drawer
U	Unit

Example: HS 1 RM 101 SH 5  
BLDG 18 RM 1 U 13

For objects stored outside the unit, enter the name of the institution where the objects are located, such as WACC or University of Texas.

**Note:** If objects are located in another institution, you can also enter a tracking number used by that institution.

Example: MWAC-254

The program allows you to track changes in location. If you modify a location, the program will include the Location supplemental in the Track Changes window when you save the record (see Section D below). A history of location changes appears in the Location supplemental record.

Refer to Section XII of Chapter 3 for information on the Location supplemental record.

## ❖ *Object Status*

Bureau controlled table (F5). History tracking field that links to the Object Status supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify the entries in this table.

Enter the current status of the object. Choose from the following options:

Deacc - Conveyance (Donation)  
Deacc - Destructive Analysis  
Deacc - Exchange  
Deacc - Involuntary Destruction  
Deacc - Loss  
Deacc - NAGPRA Compliance  
Deacc - Return to Rightful Owner  
Deacc - Theft  
Deacc - Transfer DOI  
Deacc - Transfer NPS  
Deacc - Transfer Other Federal Agency  
Deacc - Voluntary Destruction/Abandonment  
Draft Record  
Exhibit  
Exhibit - Incoming Loan  
Incorporated into Larger Archival Collection

Loan Out - Non-NPS (or Loan Out - Non-Bureau - Federal)  
 Loan Out - Non-NPS - Non-Federal (or Loan Out - Non-Bureau - Non-Federal)  
 Loan Out - NPS (or Loan Out - Bureau)  
 Missing  
 Record Inactive  
 Removed - Non-Museum property  
 Storage  
 Storage - Incoming Loan  
 Storage - Non-Bureau (not used for NPS)

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow to view and select terms from the table.

The program tracks changes in status but doesn't prompt you to enter a reason when you modify a status. A history of status changes appears in the Object Status supplemental record. You can go into the supplemental record and add a reason for status changes, if needed.

Refer to Section XIV of Chapter 3 for information on the Object Status supplemental record.

***Remember to update the Object Status field. The program pulls data for the CMR from this field and the Status Date field.***

#### ❖ *Status Date*

Straight entry numeric field. To save the record, you must complete this field.

Enter the 4-digit fiscal year for which the status applies.

Example: 2005

Note: The fiscal year runs from October 1 - September 30. The program uses the fiscal year to pull Object Status and Status Date data for the CMR.

#### ❖ *Item Count*

Straight entry numeric field. To save the record, you must complete either the Item Count or the Quantity field.

You must enter either an item count or a quantity (see the following field). There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow icon to use the calculator. (Press F4 to close the calculator.)

Enter 1 for a single object, even if the object has component parts. If the object is lot cataloged, enter the total number of objects in the lot. Refer to the *MH-II*, Appendix I, or the *MPH-II*, Appendix E, for information on cataloging lots.

Example: 1 teapot with lid = 1  
 100 marbles = 100

When you enter an item count, the program automatically enters "EA" in the Storage Unit field. If you do not have an item count, leave the field blank.

## ❖ Quantity

Straight entry numeric field with two decimal places. **To save the record, you must complete either the Item Count or the Quantity field.**

You must enter either an item count or a quantity (see the previous field). There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow icon to use the calculator. (Press F4 to close the calculator.)

For bulk objects (objects that cannot be readily counted), enter the number of storage units, such as bag or box. If you enter a quantity, the Storage Unit field cannot be "EA." If you do not have a quantity, leave the field blank.

Example: 3 bags of paper clips = 3.0

## ❖ Storage Unit

User-built table (F5, Ctrl-F5). Default value "EA" when the Item Count is greater than zero. **To save the record, you must complete this field.**

Enter the type of storage unit for bulk objects (objects that cannot be readily counted). This is the storage unit for the quantity. For example, the quantity for 3 bags of paper clips is 3.0 and the storage unit is Bag.

Example: Bag  
Box

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

## ❖ Description

Memo field (F12 to expand). The program will enter "Not Provided" if you do not complete this field.

Enter a description of the object. The description should provide enough information to identify the object from others. Enter the most distinguishing and significant features of an object. Do not use unauthorized abbreviations or codes.

**Note:** this field appears on and can be edited from all other tabs except the discipline tabs.

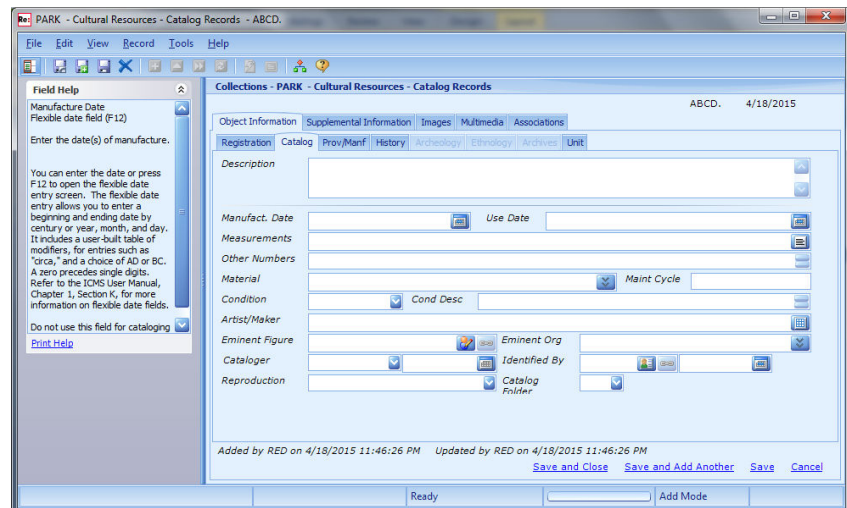
You have completed the registration screen. Click on the Catalog tab or press Ctrl-N to go to the catalog screen.

## 2. *How do I complete the data fields on the catalog screen?*

Follow the field-by-field instructions for completing the fields on the catalog screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.


**Note:** Fields marked with a ❖ in this manual are mandatory fields.



### *Manufacture Date (Manufact. Date)*

Flexible date field.


Enter the date(s) of manufacture. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.


### *Use Date*

Flexible date field.

Enter the date(s) of use. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.

### *Measurements*

Formatted memo field. Press F12, or right click and select zoom from the menu to expand the field, or click the formatted memo icon  located in the field. The field will also expand as you begin to type.

The field will expand into four subfields: Dimensions, Weight, Volume, and Other. An underline separates the subfield entries on the screen.



See the *MH-II*, Appendix C, or the *MPH-II*, Appendix K, for instructions on standardized formats for recording measurements.

***Dimensions (memo field):***

Enter the dimensions of the object. Use metric measurements. Do not convert English measurements from old catalog records.

The field contains space to enter both metric and English measurements.

***Weight (memo field):***

Enter the weight of the object. Use metric measurements. Do not convert English measurements from old catalog records. Weigh to the nearest 0.1 gram (g) or kilogram (kg).

The field contains space to enter both metric and English measurements.

***Volume (memo field):***

Enter the volume of the object. Use metric measurements.

The field contains space to enter both metric and English measurements.

***Other (memo field):***

Enter any other measurements for the object.

Example: Rodman Cannon bore diameter 15 inches

***Other Numbers***

Memo field (F12 to expand).

Record other numbers assigned to the object, such as catalog numbers from a previous owner. If known, indicate a source for the other number.

***Material***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the predominant materials from which the object is made.

To maintain consistent entries, develop a list of materials for the collection.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An

additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

### *Maintenance Cycle (Maint Cycle)*

Straight entry numeric field.

Enter the cycle of years (up to 9.9 years) in which a condition check or preservation maintenance/treatment will be needed. You may enter one decimal place for a portion of a year. The year of initiation follows the slash (/).

Example: 5.0/1986 [entry for 5 years starting in 1986]  
1.5/1990 [entry for 18 months starting in 1990]  
0.5/1994 [entry for 6 months starting in 1994]

Use the Maintenance associated module to describe the type of maintenance that the object needs. Refer to Section VI of Chapter 4 for information on the Maintenance associated module.

### ❖ *Condition*

Bureau controlled table (F5). History tracking field that links to the Condition Reports supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify the entries in this table.

Enter the condition of the object using one term from each of the two criteria groups:

#### GROUP I

COM: Complete [100% of object present]  
INC: Incomplete [>50% and <100% of object present]  
FRG: Fragment [≤50% of object present]

#### GROUP II

EX: Excellent [no damage or deterioration]  
GD: Good [minor damage and no active deterioration]  
FR: Fair [some damage and/or active deterioration]  
PR: Poor [significant damage and/or active deterioration]

***For Archival and Manuscript Collections use only the entries excellent, good, fair, and poor.***

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The program allows you to track changes in condition. If you modify a condition, the program will include the Condition Reports supplemental in the Track Changes window when you save the record (see Section D below). A history of condition changes appears in the Condition Reports supplemental record. Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.


*Condition Description  
(Cond Desc)*

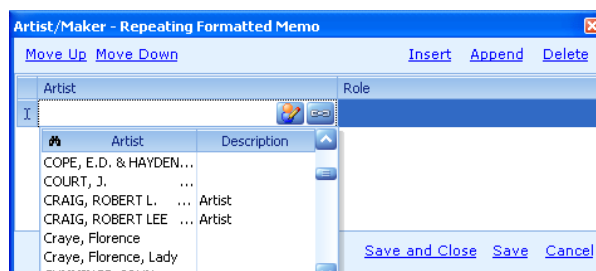
Memo field (F12 to expand). History tracking field that links to the Condition Reports supplemental record.

Enter detailed descriptive information on an object's condition.

*Artist/Maker*

Repeating formatted memo (F12 to expand)

The field is linked to the Artist/Maker/Eminent Figure associated module. Use this field to record artists, makers, and manufacturers. Type in the field, press F12 or click the chart icon  to expand the field. The Artist/Maker – Repeating formatted memo screen appears.




You can:

- add an artist/maker
- remove an artist/maker
- update the role of the artist/maker

***To add an artist/maker:***


Enter the last name, first name, and middle initial of the person or company that created or made the object.

As you type, the name will complete from an authority table of names in the Artist/Maker associated module. You can also press F5 or click the artist icon  to view and select names from the table.

To add an artist/maker to the table, right-click in the Artist field and choose Browse Authority Table or press Ctrl-F5. Click Add to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/ Eminent Figure associated module.

The entry from the table will appear on the Artist/Maker expanded screen. Click Save and Close to add the entry to the field on the main screen.

**Note:** The link icon  next to the artist icon allows you to view the artist information for your entry.

***To remove an artist/maker:***

Click Delete or press Ctrl-Delete. This removes the entry from the catalog record but not from the table.

***To update the role of the artist/maker:***

Click in the Role field next to the artist/maker name in the expanded Artist/Maker screen. This is a user-built table. As you type, the word will complete from an authority table of acceptable terms. Press F5 or click the down arrow to view and select terms from the table. (Press Ctrl-Delete to remove unwanted entries.) Role information will appear in the Artist/Maker field after the name entry. The entries are separated with an underline.

Example: Poe, Edgar A. \_\_attributed

To add an entry to the table, right click in the Role field, select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table.

You can make multiple entries. On the expanded artist/maker screen, click Append or Insert and select another entry from the artist table. Click Save and Close. The program will separate the artist entries with double bars ( || ).


Example: Jacobs, Paul \_\_author ||Tamito, Christine \_\_illustrator

***Eminent Figure***

User-built stacked table (F5, Ctrl-F5, F12) that links to the Artist/Maker/Eminent Figure associated module.

Enter the full name, last name first, of the eminent person(s) directly associated with an object through use or possession. An eminent figure may be someone of international importance or someone of significance only to the site. To maintain consistent entries, develop a list of eminent figures related to the collection.

Example: Roosevelt, Franklin Delano


As you type, the name will complete from an authority table of names from the Artist/Maker/Eminent figure associated module. Press the F5 key or click the artist icon  to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with appropriate security rights can press Ctrl-F5 to add, delete, or edit terms in the table. Click Add to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/ Eminent Figure associated module.

Click Delete or press Ctrl-Delete to remove unwanted entries.

**Note:** The record link icon  next to the artist icon allows you to view the Artist/Maker record for your entry.

### *Eminent Organization (Eminent Org)*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the full organizational name of the eminent organization directly associated with an object. An eminent organization may be of international importance or of significance only to the site. To maintain consistent entries, develop a list of eminent organizations related to the collection.

Example: Union Pacific Railroad

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit. You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

### *❖ Cataloger*

User-built table (F5). **To save the record, you must complete this field.**

Enter the full name, last name first, of the person who cataloged the object.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.


Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

**Note:** Change this field only when you make a significant modification to the record. Do not change the cataloger for minor modifications, such as location changes.

### *Catalog Date*

Date field. (**Note:** This date field is not labeled on the screen.)

Enter the numeric month, day, and full year that the object was cataloged. The program will autofill as you type. To view a calendar and select the date, click the calendar icon  and click on the day.


Example: 4/30/2005

### *Identified By*

User-built, stacked table (F5, Ctrl-F5, F12) that links to the Names and Addresses associated module.

Enter the full name of the person, last name first, who identified the object.

Example: Jones, Sarah


As you type, the word will complete from an authority table of names in the Names and Addresses associated module. Press the F5 key or click the person icon  to view and select names from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify names in the table. To add a name to the table, right click in the field, and select Browse Authority Table or press Ctrl-F5, then click Add Term. The Names and Addresses associated module screen will appear. Enter the name in the Name ID field and complete the other fields on the screen. You can also press F12, click on the Edit Authority Table link, and then click Add. The entry you add will appear in the table. You can then select it from the table.

You can make multiple entries from the expanded field (F12). After entering the first name, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another name from the table. When saved, a double dash -- separates terms.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Refer to Section XII of Chapter 4 for information on the Names and Addresses associated module.

**Note:** The record link icon  next to the person icon allows you to view the Names and Addresses record for your entry.

### *Identified Date*

Flexible date field. (**Note:** This date field is not labeled on the screen.)

Enter the date of identification. Enter the most complete date possible and the full year.

You can enter the date directly in the field or click the calendar icon for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional information on flexible date fields. Use of the flexible date screen is optional.

## Reproduction

Bureau controlled table (F5). You may not add to, delete, or modify the entries in this table.

Choose from the four entries in the table:

Original to Site  
Period Piece  
Reproduction  
Site-Associated

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

## Catalog Folder

Logical Y/N field.

Select "Y" (Yes) if a catalog folder exists for the object.

Select "N" (No) if there is no catalog folder for the object.

Refer to the *MH-II*, Chapter 3, Cataloging, or the *MPH-II*, Chapter 3, Cataloging, for information on catalog folders.

You have completed the catalog screen. Click on the Prov/Manf tab or press Ctrl-N to go to the provenience/manufacture screen.

### 3. How do I complete the data fields on the provenience/manufacture screen?

Follow the field-by-field instructions for completing the fields on the provenience/manufacture screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, choose Navigation Pane Options, and select Field Help.

**Note:** None of the fields on this screen are mandatory for history records.

PARK - Cultural Resources - Catalog Records - ABCD.

File Edit View Record Tools Help

Field Help

Related Collections (Related Collect)

Memo field (F12 to expand, or right click and zoom).

Enter information on related collections. These may be related objects in the park's collection or collections outside the park.

Example: A presidential library may have collections related to objects in a presidential home.

For archeological objects, use this field to enter information on associated field records.

For archival/manuscript collections, provide information, if possible, on the location of the

Print Help

Collections - PARK - Cultural Resources - Catalog Records

ABCD. 4/18/2015

Object Information Supplemental Information Images Multimedia Associations

Registration Catalog Prov/Manf History Archeology Ethnology Archives Unit

Description

Related Collect

Site of Original Collection/Provenience

Field Site # Within Site

State Site #

Origin

Site Name

UTM 2/E/N Lat Long/N/W

TRS Reference Datum

Site of Manufacture

Place of Manuf

Other Mfg Site

Hist/Cult Per Cultural ID

NAGPRA Cult. of Use

Added by RED on 4/18/2015 11:46:26 PM Updated by RED on 4/18/2015 11:46:26 PM

Save and Close Save and Add Another Save Cancel

Ready Add Mode

***Related Collections  
(Related Collect)***

Memo field (F12 to expand).

Enter information on related collections.

Example: A presidential library may have collections related to objects in a presidential home.

***Site of Original Collection/Provenience Section:***

***Field Site Number  
(Field Site #)***

Straight entry field.

Do not use this field for cataloging history objects.

***Within Site Provenience  
(Within Site)***

Memo field (F12 to expand).


You may use this field to enter the location where the object was found or historically placed in an historic home.

***State Site Number  
(State Site #)***

Straight entry field.

Do not use this field for cataloging history objects.

***Place of Origin  
(Origin)***

Repeating Formatted memo field. Begin typing, or press F12, or click the chart icon  to expand the field. This field will expand into four subfields: City, County, State, and Country. When saved, an underline \_\_ separates terms, and double bars || separate rows. All subfields are user-built tables.

***City (user-built table):***

Enter the city, if known, from which the object was originally collected.

Example: Santa Fe  
Madison

***County (user-built table):***

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, from which the object was originally collected.

Example: Orange  
York

***State (user-built table):***

Enter the state or province, if known, from which the object was originally collected. Use the two-letter US Postal Code when applicable. The program includes a table for all states. For countries other than the US, enter the corresponding legal jurisdiction area.

Example: NC  
PA



***Country (user-built table):***

Enter the country, if known, from which the object was originally collected.

Example: USA  
France

As you type in any of the subfields, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

***Site Name***

Memo field (F12 to expand).

Enter the name of the place where the object was collected.

Example: Brown's Antiques

***UTM Coordinates  
(UTM Z/E/N)***

Straight entry numeric field.

Do not use this field for cataloging history objects.

***Latitude and Longitude  
(Lat Long N/W)***

Formatted Memo field (F12, begin typing, or right click and zoom to expand the field).

Do not use this field for cataloging history objects.

***Township/Range/Section  
(TRS)***

Formatted memo field (F12, begin typing, or right click and zoom to expand the field).

Do not use this field for cataloging history objects.


***Reference Datum***

User-built authority table (F5, Ctrl-F5)

Do not use this field for cataloging history objects.

***Site of Manufacture Section:***

***Place of Manufacture  
(Place of Manuf)***

Repeating Formatted memo field. Begin typing, or press F12, or click the chart icon  to expand the field. This field will expand into four subfields: City, County, State, and Country. When saved, an underline    separates terms, and double bars || separate rows. All subfields are user-built tables.

***City (user-built table):***

Enter the city, if known, where the object was manufactured.

Example: Santa Fe  
Madison

***County (user-built table):***

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, where the object was manufactured.

Example: Orange  
York

***State (user-built table):***

Enter the state, if known, where the object was manufactured. Use the two-letter US Postal Code. The program includes a table for all states. For objects manufactured in countries other than the US, enter the corresponding legal jurisdiction area.

Example: NC  
PA

***Country (user-built table):***

Enter the country, if known, where the object was manufactured.

Example: USA  
France

As you type in any of the subfields, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

***Other Manufacturing Site  
(Other Mfg Site)***

Memo field (F12 to expand).

Enter information about the location of manufacture that you have not entered in the preceding data fields.

*Historic/Cultural Period  
(Hist/Cult Per)*

Example: Wedgewood Factory  
Zenith

User-built, stacked table (F5, Ctrl-F5, F12).

Enter a distinctive stylistic or historical period. If you enter a Historic/Cultural Period, you should also enter the dates for the period in the Manufacture Date field, if known. To maintain consistent entries, develop a list of periods for the collection.

Example: Colonial  
Victorian

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click [Add Term](#). After entering the term, click [Save Change](#), then click [Select](#) to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the [Add](#) link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click [Delete](#) or press Ctrl-Delete to remove unwanted entries.

*Cultural ID*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the material or the maker.

Example: Pennsylvania Dutch  
Cajun

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click [Add Term](#). After entering the term, click [Save Change](#), then click [Select](#) to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the [Add](#) link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

## NAGPRA

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the NAGPRA status of the object or material. The table includes the following entries:

- Associated Funerary Objects
- Human Remains
- Objects of Cultural Patrimony
- Sacred Objects
- Unassociated Funerary Objects

For definitions of these entries, refer to the law or other NAGPRA guidance.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

## *Culture of Use* (*Cult. of Use*)

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the person(s) who used the object.

Example: Appalachian  
Scandinavian

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term

from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

You have completed the provenience/manufacture screen. Click on the History tab or press Ctrl-N to go to the History screen.

4. *How do I complete the data fields on the history specialty screen?*

Follow the field-by-field instructions for completing the fields on the history specialty screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, scroll to Navigation Pane Options, and select Field Help.

**Note:** None of the fields on this screen are mandatory for history records.

**Title**

Memo field (F12 to expand).

Enter the distinguishing name of the work, such as the title of a book or the name of a painting. The program does not accept italics.

Example: Always the Young Strangers [book title]  
Green River Cliffs by Moonlight [painting title]

For works with more than one title, enter the additional titles.

**Subjects**

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the incident, scene, figure or other topic that the work represents. There may be primary, secondary and tertiary subjects and themes. For example, the subjects of a silk scarf depicting Confederate generals may include the names of the generals and broader subjects such as the Confederacy and the Civil War.

**Note:** Include geographical or political names that are associated with an object in this field.

To maintain consistent entries, create a table of unit-related subjects and themes.

Example: Great Plains  
Brown vs. Board of Education

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *Inscription/Marks (Inscrip/Marks)*

Memo field (F12 to expand).

Enter information on any inscriptions, marks, labels, autographs or other signs associated with the object.

Example: labels in clothing  
inscriptions in a book  
autograph on a baseball

#### *Significant Event (Signif. Event)*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the name of any significant event associated with an object. This may be an event of national significance or an event of local or unit-related significance.

To maintain consistent entries, create a table of unit-related events.

Example: The Syng inkwell is associated with the signing of the Declaration of Independence.

Mining objects in Alaska might be associated with a local gold rush.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

**Object Use  
(Obj Use)**

Memo field (F12 to expand).

Classify an object according to its original function (the function for which it was created). If the object's use differs from its original function, use this field to note how the object was used.

Example: an orange crate used as a typewriter stand  
a cigar box used as a pencil case

**Process/Technique of  
Manufacture  
(Process/Tech)**


Memo field (F12 to expand).

Enter the method or system that was used to create the object. This can be a narrative description of how the object was made or a commonly known process such as stenciling.

Example: pressed glass  
stipple engraving

**Term (AAT)**

Lexicon field. Stacked table (F5 or F12 to expand).

The program contains the lexicon for the *Art and Architecture Thesaurus (AAT)*. Begin typing or click on the down arrows to expand the field. As you type, the Term Selector screen will open. You can also press F5 or click the lexicon icon  to access the lexicon. Words in upper case are *Nomenclature 3.0* terms. Words in lower case are *AAT* terms. Click Re:discovery Lexicon to view the term within its hierarchy. Refer to the *AAT* for an explanation of the hierarchy.

You can make multiple entries in the expanded field (F12). After entering the first term, click Add or press the down arrow key. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

For additional information on lexicons, refer to Appendix E: Lexicons.

## *Format*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the type or form of an object, such as its size, shape, or proportion, or its general plan of physical organization and arrangement.

Example: a rare stamp may have a triangular format

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

## *Genre*

Straight entry field.

Enter the category of artistic composition relating to particular characteristics of style, form, content, technique or manner.

Example: folk art  
self-portrait

## *School*

Straight entry field.

Enter the name of a group of artist/makers united by a general similarity of principles and methods in their work.

Example: Bauhaus school  
Hudson Valley school

## *Style*

Straight entry field.

Enter the style of the object. Style refers to the combination of shape and ornamentation that distinguishes an extensive group of objects. Style may refer to an artist's individual manner of working, the quality of execution of a work, or the manner of a particular period.

Example: Sheraton  
Hepplewhite  
Gothic



## *Copyright*

Flexible date field.

Enter the copyright date(s). Use the full year. The date of copyright is the date of creation. It is the date when an original work is fixed in a tangible medium from which it can be perceived or recorded.

You can enter the date directly in the field, or press F12 or click the calendar icon for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa."

Refer to Chapter 1, System Basics, for additional information on flexible date fields. Use of the flexible date screen is optional.

## *Patent Date*

Flexible date field.

Enter the patent date(s) for patents issued from the U.S. Patent Office. Use the full year.

You can enter the date directly in the field, or press F12 or click the calendar icon for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa."

Refer to Chapter 1, System Basics, for additional information on flexible date fields. Use of the flexible date screen is optional.

You have completed the history screen. Click on the Unit tab or the press Ctrl-N to go to the unit screen.

## *5. How do I complete the data fields on the unit screen?*

There are ten user-defined fields on the unit screen. Enter data in these fields that are unit-specific and that do not fit on the other four screens.

**Note:** All disciplines in the CR directory share the ten unit fields. You may want, or need, to reserve some user fields for archeology, ethnology, and/or archival records.

In addition, there are two fields used by the Web Catalog. Refer to Appendix X in this manual for further information about the Web Catalog.

If you are authorized, you may modify each field label by right clicking and selecting Properties. In the Field Properties screen click the modify button on the button bar or select Modify This Record on the Edit menu. Then, select the Default Label/Help tab. Change the label and field type as needed.

Example: Field Label = Weather  
Field Type = Memo

Refer to Chapter 1, System Basics, for additional information on defining user fields and a description of field types.

## Web Ready

Y/N logical field

Select "Y" (Yes) if the catalog record is ready for publication on the Web Catalog.

Records published on the Web Catalog should be accurate and complete. Check the records for typographical errors. Use the Exhibit Label field to include enough detail to allow the general public to understand the nature and significance of the object. A high-quality image of the object is recommended.

Do not mark as Web Ready any records for deaccessioned objects, returned loans, or draft status records. Do not mark as Web Ready any records for objects on loan from non-bureau sources. Do not mark as Web Ready any records for human remains, or NAGPRA materials.

The Web Catalog will publish only Web Ready records. You can update the Web Ready field for groups of records by selecting the records and using the Modify All option on the Edit menu.

The Web catalog does not display sensitive data such as object location, site of provenience, or value.

## Exhibit Label

Memo field (F12 to expand, or right click and zoom).

Use the Build Exhibit Label function on the Edit menu to select fields to include in the Exhibit Label field. Then use Modify All Records on the Edit menu, and enter {exhibit label} in the Exhibit Label field to automatically complete this field for groups of records. See below for information on the Build Exhibit Label function.

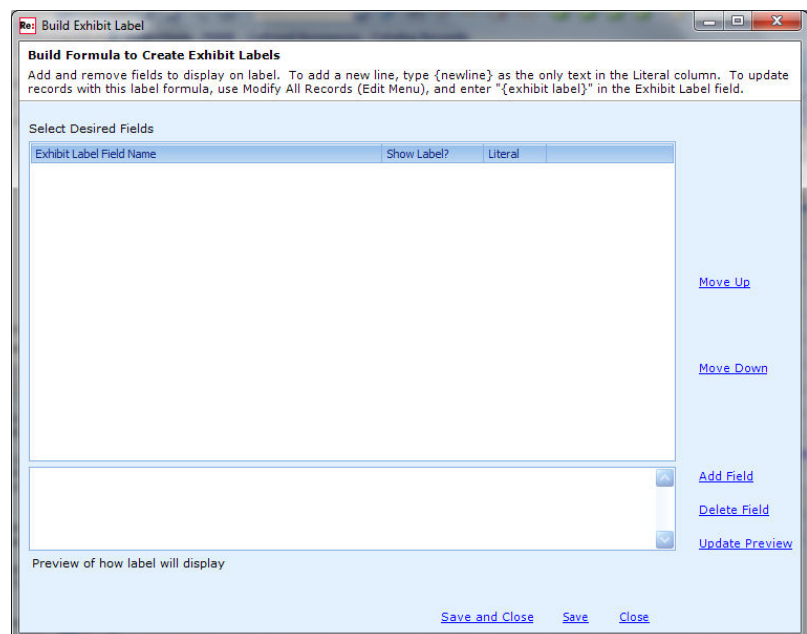
You may also complete this field manually. Enter a description of the object suitable for public display in a physical or web-based exhibit. You may also paste in label text from other sources such as on-line exhibits or electronic documents.

### 6. How do I use the Build Exhibit Label function?

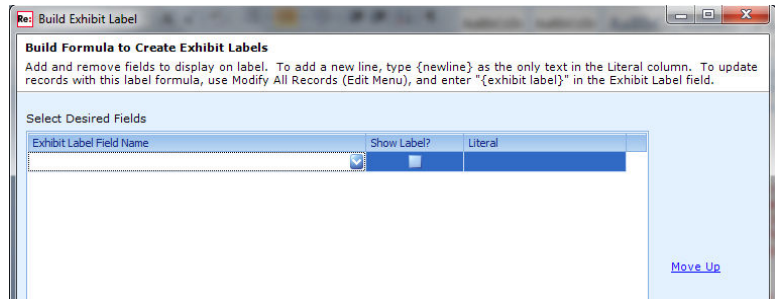
The Build Exhibit Label function lets you select fields to include in the Exhibit Label field on the Unit tab of the catalog record. You can then use Modify All Records to automatically complete the Exhibit Label field for groups of catalog records. It is only available for Cultural Resources and Natural History catalog records.

To use the Build Exhibit Label function:

- From the Catalog Record screen in either your CR or NH directory, go to the Edit menu and select Build Exhibit Label.

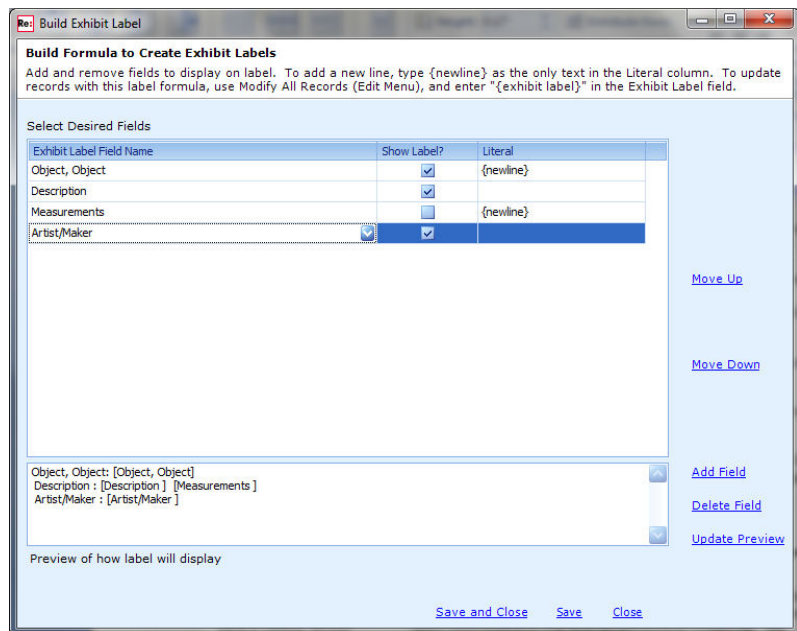


- Click Add Field at the lower right to add a field selection row to the desired field list.



- Click the pull-down in that row to select the field to include in the exhibit label.
- If you wish to show the field label for this field, check the “Show Label?” box.
- To include a hard return after a field, enter {newline} in the Literal column for that field. You can also use the Literal column to add punctuation between fields.
- Continue using Add Field and making your selections until you have all the desired fields in the list.

Note that the box at the bottom of this screen shows how the label will display in the Exhibit Label field.



- To remove a field from the list, highlight the row and click Delete Field
- To change the order of the fields, highlight a row in the list and use the Move Up and Move Down links.
- Click Update Preview to refresh the layout preview whenever you have made changes to the field list.

- When you have finished selecting and arranging the fields for the exhibit label, click Save and Close.

You are now ready to automatically update the Exhibit Label field on your selected catalog records as follows:

- Select a subset of your records by either activating a tag set, filter or highlighting multiple records in the List Pane.
- From the Edit menu, select Modify All Records.
  - In the Modify All wizard, click Next
  - Select whether to update records of a specific discipline or all disciplines. Click Next.
  - Select the Unit tab and enter {exhibit label} in the Exhibit Label field. Note: you must include the brackets.

- Click Next
- Verify that it will be updating the Exhibit Label field with the indicated value and click Finish.

All the selected records will now have the Exhibit Label field completed with the fields you selected in the Build Exhibit Label function.

You can change the fields in the Build Exhibit Label function at any time and update other records or the same records using the above steps.

## D. Saving the Record

1. *What is the Track Changes screen that appears when I save a catalog record?*

When you save a catalog record, the program will prompt you for information to track location, condition, and catalog notes for the object. The system will create supplemental records from the information you provide. The supplemental records allow you to see on one screen all the changes in location, condition, and cataloging activity for the object.

You may choose not to create the supplementals and still save the record. This saves a small amount of time when entering or modifying records. However, the benefits of having location, condition, and catalog activity histories outweigh the time it takes to create them. Taking advantage of this feature in the program is highly recommended.

When creating a supplemental for tracking, you have the choice of accepting the default entries on some fields in the supplemental, or manually updating the supplemental fields.

To not create a supplemental, check the Do Not Update box on the supplementals you do not wish to create.

Click OK to save the entries from the Track Changes screen in the supplemental records.

***Do not click the Cancel link here or you will cancel the entire record, not just the supplemental update.***

## 2. How do I complete the condition tracking supplemental?

If you add or change a condition in the Condition or Condition Description fields, the program will include the Condition Reports supplemental in the Track Changes screen when you save the record. Complete the Condition Reason field manually. The Condition Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the condition.

Example: Water Damage  
Conservation

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse

Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

You can also change the Date and/or Condition Description if needed. These fields are set to use automatic values. To change the entries, select “Manually update value” from the pull down menu next to the field.

**Note:** The entry from the Condition Description field appears on the update screen. If you have no entry in the Condition Description field, the field on the prompt screen will be blank. You can enter a condition description on the prompt screen, but it will not transfer back to the catalog record.

Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.

3. *How do I complete the location tracking supplemental?*

If you add or change a location, the program will include the location supplemental in the Track Changes screen when you save a record. Complete the Location Reason field manually. The Location Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the location.

Example: Storage  
Summer Exhibit

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. Press Ctrl-Delete to remove unwanted entries.

**Note:** For permanent locations, enter "Permanent Location" in the Location Reason field. This entry will allow you to print an Object Temporary Removal Slip (Form 10-97) to document removal from a permanent location.

You can also change the Authorized by and Start Date if needed. These fields are set to use automatic values. To change the entries, select “Manually update value” from the pull down menu next to the field.

Refer to Section XII of Chapter 3 for additional information on the Location supplemental record.

4. *How do I complete the catalog notes tracking supplemental?*

If you add or change a catalog record, the program will include the Catalog Notes supplemental in the Track Changes screen when you save the record. All entries are autofilled from the previous data entry session. To change the entries for any of the fields, select “Manually update value” from the pull down menu next to the field.

The Cataloger field is a user-built table (F5). Enter the last name of the cataloger.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

**Note:** The name you enter at the prompt does not change the name in the Cataloger field on the record.

The Level field is a Bureau controlled table (F5). You may not add to, delete, or modify the terms in this table.

Choose from the entries in the table as defined below:

**Catalog** - you have completed all fields for which there is information.

**Minor Change**- you have made minor changes, such as spelling corrections or location changes.

**Recatalog** - you have made substantial changes to the data, such as changes in date, classification, and object name.

**Registration** - you have completed only the registration screen and mandatory fields on the other 3 screens.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The Notes field is a Memo field (F12 to expand). You may also want to enter notes on the cataloging activity at this time.

Refer to Section III of Chapter 3 for additional information on the Catalog Notes supplemental record.

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## E. Supplemental Records

1. *How do I complete the supplemental records that are associated with a history record?*

Refer to Chapter 3, Supplemental Records, for instructions on completing the supplemental records. Use these records to enter data on appraisals, component parts, images, preservation work, provenance, related databases, research notes, significance, and publication citations.

The program creates the supplemental records for catalog notes, condition reports, location, and object status when you save a record. See Section D above. The program will prompt you for information, such as the level of cataloging, or the reason for the location. When you complete the information, the program saves it as a supplemental record.



**Note:** The program creates the Object Status supplemental record, but the program does not prompt you for information to complete the record.


2. *What supplemental records are created automatically by the program?*

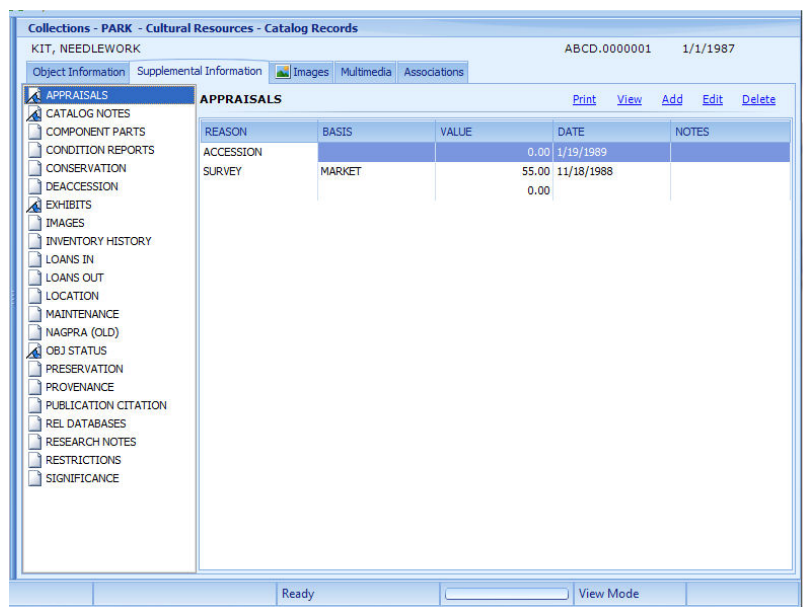
The program automatically creates supplemental records for deaccessions, exhibits, restrictions, loans in, loans out, inventory history and maintenance. Each of these supplemental records has a corresponding associated module. When you create a record in the associated module, such as an outgoing loan record, you can attach catalog records to it. The program will then automatically create supplemental records for each attached catalog record or in the case of the inventory history supplemental, when a catalog record is included in an inventory sample generated by the inventory module.

Refer to Chapter 4, Associated Modules, for instructions on completing records in the associated modules.

Refer to Appendix I: AIP for instructions on generating and completing an inventory.

3. *How do I know whether a supplemental record contains information?*

The supplemental records are located on the Supplemental Information tab on the Object Catalog Record. When you look at the list of supplemental records, a flag icon  marks the records that contain information.



REASON	BASIS	VALUE	DATE	NOTES
ACCESSION		0.00	1/19/1989	
SURVEY	MARKET	55.00	11/18/1988	
		0.00		

## F. Printing the Record

Refer to Chapter 5, Printing and Reports, for additional information.

1. *How do I print a catalog record?*

There are three ways to print the information in a catalog record:


*NPS Form 10-254 (selected fields)*

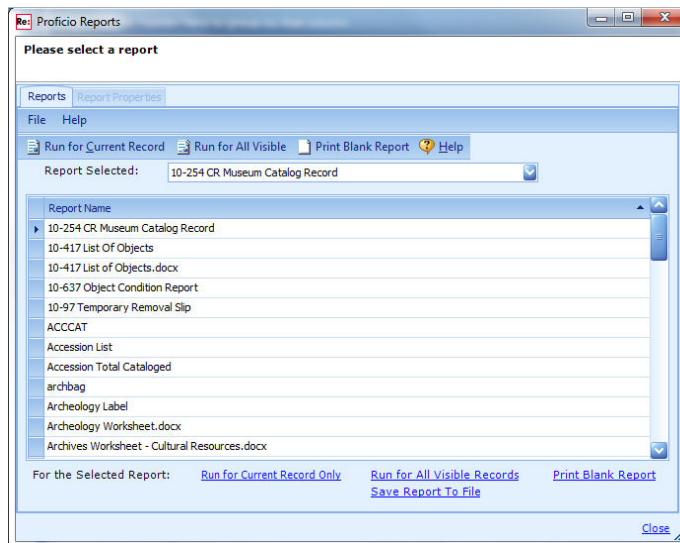
The NPS Form 10-254 and the DOI Cr Museum Catalog Record print on blank paper. The NPS Form 10-254 is the same as the preprinted Form 10-254.

or

*DOI CR Museum Catalog Record*

To access and print the NPS Form 10-254 or the DOI CR Museum Catalog Record, follow these steps in View Mode:


- click on the Proficio Reports icon  on the button bar, *or*
- go to Record on the menu bar and choose Reports from the pull-down menu. Select Proficio Reports from the submenu.



- select 10-254 Cr Museum Catalog Record or DOI CR Museum Catalog Record to print the cultural resources catalog record
- select Run for Current Record Only or Run for All Visible Records. You can print one record or a group of records. Refer to Chapter 7 for creating groups of records.
- Click the Print button in the Preview window.

### Full View

To print the record in Full View:

- click the Full View icon  on the button bar
- choose to print the Current Record or All Visible Records,
- select whether to Show Pictures, Show Supplementals and/or Show Blank Fields by checking the appropriate boxes,
- click Select,
- click the Print button in the Full View window.

### 2. *Must I print a catalog record?*

No. Printing catalog records at the unit is optional.

For the NPS, you must submit electronic records on a fiscal year basis to the NPS National Catalog in Harpers Ferry, West Virginia. NPS National Catalog staff will print an archival copy of the 10-254 for storage there. Upon your request, the National Catalog staff will print paper copies of 10-254s for your park.